

## Staff Report

**To:** Mayor and Town Council

**From:** Tammi Ledley, Town Manager

**CC:** Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff

**Date:** September 9, 2019

**Re:** September Staff Report

- 1. Downtown Revitalization Project:** Town staff attended the twenty fifth monthly partnering meeting on August 15<sup>th</sup>, 2019. In addition to our monthly meetings, Town staff meets with SHA's project manager and C.J. Miller's superintendent every Monday morning to discuss the Main Street project schedule and updates.

Redline #4, which is the removal of the evergreens in front of 807 South Main Street and installing a bypass lane across from J&P on the southbound lane, has been approved by SHA. C.J. Miller prepared a price proposal and returned it to SHA for approval.

The pervious sidewalks have been poured in Sections 1 and 2, except in the area of Redline #4. Crews should finish all the sidewalks on the northbound lane up to the Fire Department this week. They plan to finish everything on the north bound lane of the Project up to this point by the end of month except for the entrance to their gravel construction lot between Illiano's Plazas I and II and the removal of the trees that are part of Redline #4. After the sidewalk crew is finished by the Fire Department, they will move to the southbound lane to begin demolishing the old sidewalks and then installing curb and gutter.

The landscaping crew will be in Town this month to plant landscaping in Sections 1 and 2. You may also see crews in different areas of Town for smaller tasks that need to be completed like finishing the driveway apron at Steamin' Mad Crabs.

The Town is having a Clock dedication ceremony this Saturday, September 14<sup>th</sup> at 5:30 p.m. at our War Memorial in the 1200 block of Main Street. The new clock was donated by the Hampstead Old School Alumni. There will also be Music in the Park the same evening.

The stormwater portion of the project should be completed by the end of September except for a few inlets. C.J. Miller plans to continue the permanent patching up to 482 when a paving crew becomes available. They will also even out the patches north of 482.

Town Staff met with BGE to discuss the lighting plan for our Main Street Revitalization Project. The lighting plan that was approved by Mayor and Council in 2013 included the installation of both lampposts and cobra head lights. The lampposts contain LED lighting, but the cobra heads were not approved as such. BGE will evaluate if we need as many cobra head lights if the existing and new ones are installed as LED lighting.

- 2. Finance Department:** Our financial auditors were at Town Office last week to complete their data collection for our FY19 financial audit and will be returning this week. The Worker's Compensation audit was conducted on Monday, September 9<sup>th</sup>. Both audits are going very well.

3. **Developments:** The concept site plan for Hampstead Overlook and the final site plan for Melanie Acres cannot be considered by the Planning and Zoning Commission for approval until they receive approval from the County Stormwater department. In addition to these plans, the Commission previously approved a simplified site plan for the North Carroll Business Park behind Fuchs. It was a grading and stormwater plan that included a gravel driveway entrance and relocation of the sewer pump station from the front of the property to the back. The area where the stormwater facility was to be located did not pass the drainage tests. Therefore, the plan must go back to the County for another approval after this facility was redesigned. They will need another approval from the Commission since many changes were made to the original site plan.
4. **McDonalds:** McDonalds renovated the outside and inside of their building and added a second drive through lane. They are in the process of hiring an additional 15 employees. Grand Opening is scheduled for Saturday, September 14<sup>th</sup> at 4 p.m. The owner has invited representatives from our local North Carroll Recreation Council, Lions Club, Hampstead Police Department, and Hampstead Fire Department so he may give donations to all these organizations.
5. **2020 Census:** The Assistant Zoning Administrator attended the third Complete Count Committee meeting at the County on Monday, August 26<sup>th</sup>. Workgroups were identified (non-profits, veterans, businesses, municipal, etc.) and outreach efforts within said groups were discussed. The County has received grant funding from the State in the amount of \$20,000 and has matched it for a total of \$40,000. These funds will be utilized for the outreach efforts.
6. **MDOT Pre-Tour:** The Town Manager attended the annual MDOT pre-tour meeting. The big projects that are part of the State Transportation plan are our Main Street Revitalization; safety and streetscape improvements of 2.6 miles along MD 26 between the Liberty Reservoir and MD 32; funding for a planning study to determine potential safety and capacity improvements to Rt 32 from MD 26 to I-70 which is 7.5 miles; funding for a streetscape design in New Windsor; and other roadway improvements to relieve traffic congestion or improve safety.
7. **Rental Housing Licenses:** The Town has received 237 rental housing license renewals. There are 48 overdue renewals so second notice letters have been mailed out. Just a reminder that all non-exempt rental properties require a rental housing license. If anyone has any questions, they should contact Town Hall.